

Administration Tool

Assigning the IRI Administrator Role



Idaho State Department of Education

July 2, 2012



Administration Tool Application

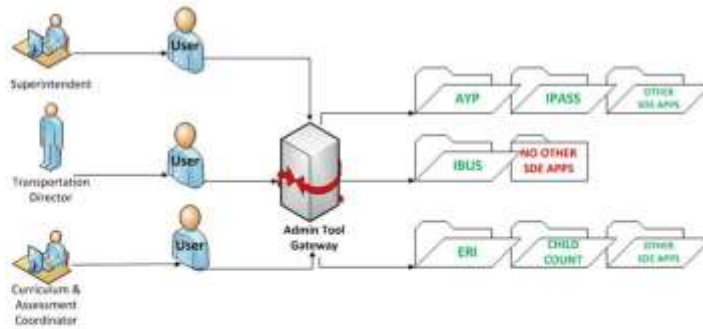
This information is presented by the Idaho State Department of Education with the intent of providing the User with an understanding of how to assign the IRI Administrator Role to registered ISEE users.

This presentation provides step by step instruction on how to assign the IRI Administrator Role with the Administration Tool.



Administration Tool- Intent

The Administration Tool is the primary application used to manage access to all SDE supported programs that use a web application interface.



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The administration tool is the primary application used to manage access to all State Department of Education supported programs that use a web application interface. . .in common terms:

The Admin Tool will manage access to all State Department of Education applications like AYP, IPASS, IBUS, ERI, etc. by recognition of the User and verification of the User's assigned roles, which provides Access.

When a User logs onto the State Department of Education website, the administration tool knows who is logging on and what applications the user is authorized to use- this is how it manages access.

The Admin Tool serves as a gateway to ensure authorized Users are accessing only those provisioned Applications.

In the graph, the User can be a Superintendent, a Transportation Director, or a Curriculum and Assessment Coordinator. The Admin Tool recognizes each User and the authorization this User has to applications.


In the graph, the Superintendent will have access to a number of different applications, necessary for his/her job as the Superintendent.

The Transportation Director may only have access to IBUS as it relates to his/her job and may not have access to other SDE apps.

Likewise the Curriculum and Assessment Coordinator has access to ERI, Child Count, and other SDE apps necessary for his/her job.

The assignment of the IRI Administrator Role is quintessential to accessing the new IRI Web Application and having expanded functionality in the new IRI Reporting Website.

The Admin tool provides this security based on the User Role assignment at the local school district level.



Administration Tool- Functions

- Verify assigned roles to Users
- Align User Names to Person Names
- **Assign and Unassign User Roles**
 - IRI ADMINISTRATOR ROLE

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The admin tool has 3 primary functions:

Verify assigned roles to Users

Align User Names to Person Names (remember: the User Name is the individual's email address)-ensuring the User Name and Person are the same individual

Assign and Unassign User Roles

For this ppt, focus is solely on the IRI ADMININSTRATOR ROLE.



Administration Tool-Users

- Superintendent
 - (provisioned only by SDE)
- Superintendent's Delegate
 - (provisioned only by SDE)
- Technology Director
 - (can be provisioned by Superintendent or Superintendent's Delegate)
- Anyone assigned the Admin Tool User role
 - (provisioned only by SDE)

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The Admin Tool has a limited number of users:

Superintendent

Superintendent's Delegate

Technology Director

Anyone assigned the Admin Tool User role

These limited users provide access and authorization to the vast users of SDE applications across the state.

The limited # of users is by design. It protects educational data and reduces liability by limiting the number of users who can provide access to education information.



Here is how to access the Admin Tool Application.

The web address or URL is <https://isee.sde.idaho.gov>

When entering this address in, you will be directed to the State Department of Education log in page.

You will need to select SDE, Meridian Joint School District, or Other.

SDE is strictly for those employees of the State Department of Education.

Meridian Joint School District (002) is strictly for those employees of the Meridian Joint School District.

Other is the correct selection for district personnel that is not from SDE or the Meridian Joint School District.

Click "Continue to Sign In".

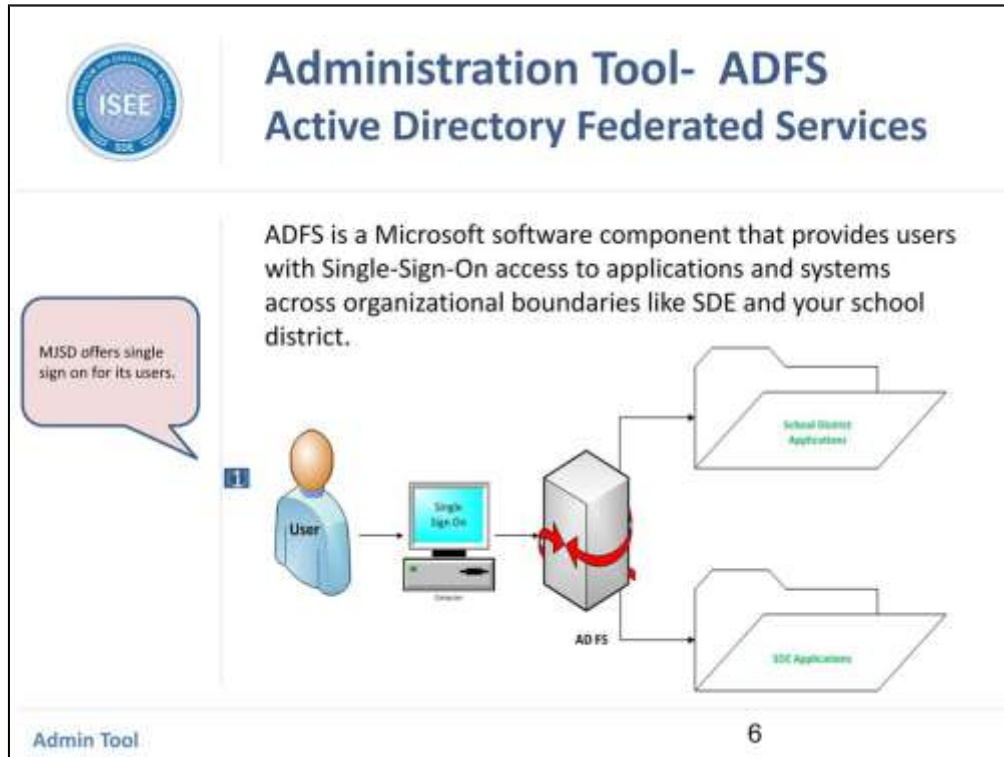
After clicking "Continue to Sign In", you will be directed to the Log On page of the SDE portal.

SDE users will type in their user name, for example: cachabal.

For Other users, they will type in their school district username/email, for example: jthompson@sdk12.idaho.gov

Type in your username and enter your password.

Click on "Sign in" when you are finished.



In the previous slide, you were asked to select either SDE, Meridian Joint School District or Other.

The difference is ADFS: Active Directory Federated Services. ADFS is a Microsoft software component that provides users with Single-Sign-On access to applications and systems across organizational boundaries like SDE and your school district.

In other words, Meridian has “federated” services with SDE, therefore Meridian users sign onto the MJSD system and by logging on there, the user is signed onto SDE applications as well.

For users whose school district do not have AD FS, the user will need to sign onto their school district system as well as sign onto the SDE system.

Lets get back to the Admin Tool.



After clicking “Sign In”, you will be directed to this page.

(1) If you have access to the Admin tool- it will be listed under “My Applications” on the Portal screen listed as:

Admin Tool. If the Admin Tool is not listed, this means the user does not have access. The user is directed to contact their LEA Superintendent, Superintendent Delegate or Technology Director.

(2) Please note the Announcements in the middle; It currently announces Schoolnet however these announcements will vary due to upcoming events, application role outs, etc. altering the view of this portal page.

To proceed, click on the Admin Tool link with your cursor.



After clicking on the Admin Tool title, you will be directed to the Administration Tool page.

In the title bar, "Administration" is listed. Additionally, the page states, "Welcome to Administration".

In order to access the Administration Tool application, you must log on.

Although you are on the Administration Tool page, you click on "Log On". Place your cursor over the "Log On" link. When you do this, the lettering will turn yellow.

Double click on the "Log On" button.

After doing this, the user will be directed to the Admin Tool application.



After clicking on the “Log On” link from the introductory Administration Page, you will be directed to a similar page with Admin Tool functions.

You will know you are logged into the Admin Tool by seeing your User Name in the upper right hand corner.

Secondly, you’ll see Admin Tool functions listed on the left hand side. And lastly, the application now gives you the option to “Log Off”.

The Admin Tool has 3 primary functions:

- (1) Verifying User Roles within the Information function (check to see what roles have been assigned to an individual,
- (2) Mapping User Names to User Accounts within the Person Assignment function (mapping a User Name to a Person, similar to mapping a Pin Number to an individual’s back account)
- (3) Assigning Roles to Persons.

For IRI training purposes, we will focus on function #3: Assigning Roles to a Person. In this case, assigning the IRI Administrator role to LEA staff.

For complete Administration Tool training, contact SDE IT for the Administration Tool PPT and Training Manual.

Click on the “User Roles” link.



After clicking on User Roles, the Admin Tool User must type in the School Name, School Number, District Name, or District Number where he/she wants to assign roles.

One important aspect to keep in mind: The Admin Tool User can provision roles at the District and at the individual schools within the school district.

As the Admin Tool User types in the school/district name or number, the information is cross referenced with the SDE directory for possible School or School District matches. The Admin Tool will bring up a drop down menu of possible matches.

If the school institution is listed, click on the name from the drop down menu. It will enter it in the Name field.

The User can also type in the school district name or number.

Click "select" to see the user roles for this specific institution.

Administration Tool- User Role Add Role

The plus sign beside the Role Name indicates the Role can be assigned by the Admin Tool User. Roles without the plus sign are assigned by the SDE.

Admin Tool User typed in Arco Elementary and clicked on "Select".

Arco Elementary School is listed above. No Roles have been assigned.

To assign a User to this Role, click on the "+" sign beside the Role Name.

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From the last slide, the Admin Tool User selected the Arco Elementary School and clicked on Select, which brought the second screen to emerge.

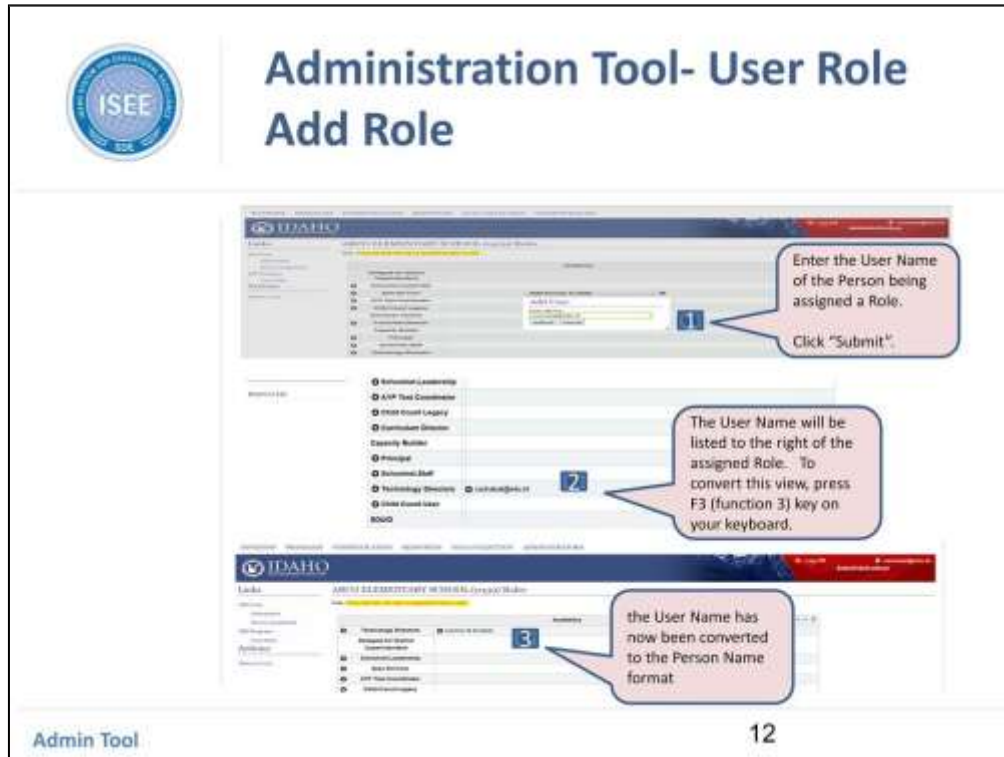
Arco Elementary is cited on the top, however no roles have been assigned.

Roles are grouped by Education Program: Academics, Special Education, Transportation, Grant Reimbursement, Child Nutrition, and Administration.

The plus sign beside the Role Name indicates the Role can be assigned by the Admin Tool User. Roles without the plus sign are assigned by the SDE like the Superintendent, Delegate for the Superintendent, Capacity Builders, to name a few.

To assign a person to the role of Technology Director, the Admin Tool user will need click on the + sign to the left of the Role Name. In this case, the + sign to the left of the Technology Director role.

Note: To return to the User Role landing page: click on Return to List to re-enter School Number, School Name, District Number, or District Name.



After clicking on the plus sign to add a user to the Technology Director role, the screen will turn gray as demonstrated in the top screen shot.

The Admin Tool User will need to enter the User Name in the User Name box of the Person to be assigned to the Role.

Click "Submit".

After clicking "submit", the User Name will appear beside the role it has been assigned to. In this case, the User Name has been assigned as the Technology Director for the Arco Elementary School.

Please note: This person is not provisioned as the Technology Director for the Arco School District.

To change the view of the User Name, press the F3 (function 3) key on your keyboard.

In the bottom slide, you'll notice the User Name has now been converted to the Person Name format.

If the plus sign (to add a user) was clicked in error, click on the "X" in the upper right hand corner of the data entry box or click on the cancel button. The Admin Tool User will be directed back to the page listing all assigned users for the particular school or school district.



Administration Tool- User Role Delete Role



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Likewise to delete a role: Click on the X located to the left side of the Person assigned to this role.

The Admin tool User will be asked to “Continue”, meaning to continue the deletion process.

Click on the “Continue” button. The Admin Tool User will be directed to a refreshed Roles pages. As you can see in the second screen shot, the Person is no longer assigned to the Technology Director role.

If the X button (to delete a user) was clicked in error, click on the “X” in the upper right hand corner of the pop up box or click on cancel. The Admin Tool User will be directed back to the page listing all assigned users for the particular school or school district.



Administrative Tool Review

- Verify assigned roles to Users
- Align User Names to Person Names
- **Assign and Unassign User Roles**
 - IRI ADMINISTRATOR ROLE

In this presentation, we concisely reviewed the assignment and un-assignment function of the Administration Tool, specifically the IRI Administrator Role.

We hope this training has helped in understanding how to assign the IRI Administrator Role to IRI personnel at your LEA.



Administrative Tool- Assistance



SDE IT Support Email:

support@sde.idaho.gov

SDE IT Help Desk:

208.332.6923

SDE Assessment:

208.332.6903

If you have additional questions or need assistance, please contact the State Department of Education IT Department at either:

Support@sde.idaho.gov or 208-332-6923 OR SDE Assessment 332-6903

Thank you.